

TOP SECRET

Approved For Release 2006/01/17 : CIA-RDP80B01495R001300010006-4

11 September 1969

MEMORANDUM FOR:

ATTENTION : TALENT Control Officer

SUBJECT : Accounting for TKH Documents

1. TKH documents requested by an Agency analyst and ordered from NPIC and DIA by Central Reference Service personnel have been reported missing. Signed receipts indicate that the NPIC documents were received in the OCI Registry on 3 July and the DIA documents were received on 6 August. Additional evidence indicates that at least portions of both orders reached the appropriate service personnel in CRS and were forwarded to the requester. The documents which are still unaccounted for are listed in Attachment No. 1.

2. All components which handle ☐ mail are requested to review their ☐ logs and make an item-by-item search of appropriate file and mail areas for the documents. The documents have almost certainly been disseminated to one or more DDI or DDS&T components within the Special Center. A diligent search of logs and files, particularly of destruction logs, by all components should account for those still unrecorded. Special attention should be directed to the receipt of orders from the CRS/Document Services Branch since 3 July 1969.

3. Each component is requested to indicate on the form supplied (Attachment No. 2) that the required search has been completed and should, in addition, complete the entry regarding the maintenance of ☐ logs.

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4. Office TCOs are requested to assure prompt compliance with this memorandum. Responses should be returned to [REDACTED] TCO/DDI, 7G00, not later than 19 September.

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[REDACTED]
Chief
Executive Staff/DDI

Attachments:

- No. 1 - Documents Unaccounted For
- No. 2 - Form Letter

Distribution:

- Cy #1 - D/OCI
- Cy #2 - D/OSR
- Cy #3 - D/OER
- Cy #4 - D/OBGI
- Cy #5 - D/CRS
- Cy #6 - C/IRS
- Cy #7 - D/IAS
- Cy #8 - D/NPIC
- Cy #9 - C/SRS
- Cy #10- C/COMIREX
- Cy #11 thru 16 - DD/S&T
- Cy #17 - DDI Security File ✓
- Cy #18 - DDI TCO Chrono
- Cy #19 thru 21 - SSC/OS

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